

# 1 FAM 520

## BUREAU OF POPULATION, REFUGEES, AND MIGRATION (PRM)

(CT:ORG-132; 07-30-2004)  
(Office of Origin: PRM)

### 1 FAM 521 ASSISTANT SECRETARY

(CT:ORG-132; 07-30-2004)

The Department of State through the Assistant Secretary, Bureau of Population, Refugees, and Migration (PRM):

- (1) Directs *the Department's* population, refugee and migration policy development;
- (2) Determines the level of U.S. contributions to international organizations for *humanitarian assistance and protection-related programs and participates on governing bodies of international organizations* to ensure effective use of U.S. funds;
- (3) *Recommends the number of refugees to be admitted annually to the United States to the President and* directs programs for selection, processing, and transportation of refugees to be admitted to the United States;
- (4) Issues contracts, cooperative agreements, and grants to voluntary organizations *to provide life-sustaining assistance and protection to refugees, conflict victims, and migrants*;
- (5) Oversees efforts to encourage greater participation in refugee assistance and resettlement on the part of foreign governments;
- (6) Guides the activities of refugee assistance offices at U.S. diplomatic missions and of U.S. missions to international organizations concerned with refugee assistance, *protection*, and resettlement; and
- (7) *Uses humanitarian diplomacy to increase access and assistance to those in need in the absence of political solutions; highlights the humanitarian impact of military and political action; and works with*

*partners to ensure transition from relief to development.*

## 1 FAM 521.1 Responsibilities

*(CT:ORG-132; 07-30-2004)*

The Assistant Secretary, Bureau of Population, Refugees, and Migration (PRM):

- (1) Has responsibility for formulating, implementing, managing, and evaluating U.S. population, refugee, and migration policies and programs under the overall direction *and coordination* of the Under Secretary for Global Affairs (G);
- (2) Determines the level of U.S. contributions to international organizations for *humanitarian assistance and protection* and reviews their activities to ensure effective use of U.S. funds;
- (3) Directs programs for the selection, processing, and transportation of refugees to be admitted to the United States, and the issuance of contracts, cooperative agreements, and grants to voluntary organizations *to assist refugees*;
- (4) Oversees efforts to encourage greater participation in refugee assistance and resettlement on the part of foreign governments;
- (5) *Leads Department's response to humanitarian crises, coordinates policy and programs, serves as the Department's humanitarian focal point. Responsible for humanitarian* crisis planning and response;
- (6) Guides the activities of refugee assistance officers at U.S. diplomatic missions and of U.S. missions to international organizations concerned with refugee assistance, *protection*, and resettlement; and
- (7) PRM has substantive and coordinating responsibility for 1 FAM 520, Bureau of Population, Refugees, and Migration (PRM).

## 1 FAM 521.2 Organization

*(TL:ORG-96; 01-04-2001)*

See 1 FAM 521 Exhibit 521.1 for an organization chart of PRM.

## 1 FAM 521.3 Authorities

(CT:ORG-132; 07-30-2004)

The *Bureau of Population, Refugees, and Migration (PRM)* derives its authority from the following:

- (1) Presidential Directive 1945;
- (2) Displaced Persons Act of 1948;
- (3) Immigration and Nationality Act of 1952, as amended;
- (4) Attorney General Parole Authority 1965;
- (5) Refugee Act of 1980 (*Public Law* 96-212);
- (6) Migration and Refugee Assistance Act of 1962;
- (7) *Department of State Basic Authorities Act, as amended; and*
- (8) *Department of State Authorization Acts.*

## 1 FAM 522 DEPUTY ASSISTANT SECRETARIES

(CT:ORG-132; 07-30-2004)

- a. The bureau has three deputy assistant secretaries *reporting* to the Assistant Secretary, who determines and assigns their duties.
- b. The Assistant Secretary designates one of the deputy assistant secretaries as Principal Deputy Assistant Secretary, with such commensurate responsibilities as the Assistant Secretary delegates.
- c. Office directors report to the Assistant Secretary through the deputy assistant secretary as the Assistant Secretary designates.

## 1 FAM 523 OFFICE OF THE COMPTROLLER (PRM/C)

(CT:ORG-132; 07-30-2004)

*The Office of the Comptroller (PRM/C):*

- (1) *Is* responsible for the overall financial management *worldwide* of

- the bureau's program appropriations for migration, refugee assistance, *protection* and admissions activities, including *contributions and other funding arrangements with United Nations and other international organizations and in the preparation and execution of grants* and cooperative agreements with U.S. and foreign nonprofit voluntary agencies *and on behalf of other Federal agencies;*
- (2) Ensures accurate accounting for the obligation and liquidation of all bureau funds *and reviews* and *approves* payments, *analyzes* financial reports, and *implements* financial audit recommendations;
  - (3) *Administratively closes all cooperative agreements and determines final costs;*
  - (4) Coordinates *audits and inspections performed* abroad *by the Office of the Inspector General (OIG) and the General Accounting Office (GAO) on an array of PRM-funded activities; and*
  - (5) *Coordinates and manages International Organization for Migration (IOM) and voluntary agency program efforts to collect refugee transportation repayments.*

## **1 FAM 524 OFFICE OF THE EXECUTIVE DIRECTOR (PRM/EX)**

*(CT:ORG-132; 07-30-2004)*

*The Office of the Executive Director (PRM/EX):*

- (1) Provides executive direction and support to the bureau for all administrative services, including:
  - (a) Human resources management, career development and counseling, assignments abroad, reassignments and transfers, training, employee services, performance and evaluation, employee benefits and retirement;
  - (b) Financial management, administrative budget;
  - (c) *Information technology (IT)* operations, development, management analysis, reporting; *and*
  - (d) General services, mail and communication, space allocation, procurement, requisitions, telecommunication systems, travel

policies, security (*including emergency planning*), imprest funds, and special projects;

- (2) Oversees implementation of *the* performance appraisal *systems*, providing guidance and monitoring effectiveness;
- (3) Acts as coordinator and liaison with various bureau offices to provide awareness and assistance *regarding* overall Department and bureau *administrative* requirements;
- (4) Develops and administers policies and control procedures for contract manpower resources;
- (5) Administers a positive program of equal opportunity and affirmative action for all persons in accordance with Department and other pertinent policies; *and*
- (6) Serves as bureau coordinator for internal controls, *Office of the Inspector General (OIG)* and General Accounting Office (GAO) *audits and* inspections, and other reporting requirements.

## **1 FAM 525 OFFICE OF POLICY AND RESOURCE PLANNING (PRM/PRP)**

*(CT:ORG-132; 07-30-2004)*

*The Office of Policy and Resource Planning (PRM/PRP):*

- (1) *Develops and ensures consistent implementation of* policy on international refugee, migration, and other humanitarian issues including coordination with other U.S. Government agencies;
- (2) Represents the bureau in the Department's strategic planning process *including preparation of the bureau performance plan*;
- (3) Plans, formulates and justifies the annual program budget for *the* Migration and Refugee Assistance *account* and for the Emergency Refugee and Migration Assistance Fund (*ERMA*), and prepares recommendations *to the President* for the use of *ERMA* and for Congressional reprogramming *and notification actions*;
- (4) Manages the bureau's policy and program review system, *ensuring consistent implementation and linkages of policy and resource allocation*;

- (5) Coordinates budget-related activities with other Department of State *bureaus* and U.S. Government agencies;
- (6) *Directs and guides* the bureau's monitoring and evaluation *activities to ensure appropriate use of resources*;
- (7) *Chairs Emergency Response Working Group for the bureau*;
- (8) *Directs policy development on civil/military humanitarian affairs*;
- (9) Develops and administers bureau migration *policy and programs, including serving as the Department's secretariat for Temporary Protected Status; and*
- (10) Participates in the Presidential Directive 27 (PD-27) process regarding migration.

## **1 FAM 526 OFFICE OF MULTILATERAL COORDINATION AND EXTERNAL RELATIONS (PRM/MCE)**

*(CT:ORG-132; 07-30-2004)*

*The Office of Multilateral Coordination and External Relations (PRM/MCE):*

- (1) *Plans, formulates, and directs the implementation of* U.S. policy *positions and strategies that address the full range of* refugee, migration and other humanitarian issues in the UN system and in other multilateral organizations including the:
  - (a) UN High Commissioner for Refugees;
  - (b) International Committee of the Red Cross; *and*
  - (c) International Organization for Migration;
- (2) *Coordinates and* conducts U.S. relations with other governments and with multilateral refugee and migration organizations on management and institutional *humanitarian* policy issues;
- (3) Conducts Congressional relations activities for the bureau;
- (4) Conducts bureau liaison with nongovernmental organizations;
- (5) Conducts public affairs and public diplomacy functions for the

bureau; *and*

- (6) *Develops and implements bureau initiatives on strategic global priority issues including refugee women, refugee children, gender-based violence and broader protection issues as they relate to the multilateral system.*

## 1 FAM 527 OFFICE OF REFUGEE ADMISSIONS (PRM/A)

(CT:ORG-132; 07-30-2004)

*The Office of Refugee Admissions (PRM/A):*

- (1) Formulates refugee admissions policy and programs for the U.S. Government;
- (2) *Manages the U.S. refugee admissions program, including processing abroad and domestic initial reception and placement;*
- (3) *Establishes program policies and priorities and recommends annual regional ceilings for authorization by the President in consultation with the Congress;*
- (4) Serves as primary liaison with State Department *regional* bureaus, other U.S. Government agencies (particularly the *Department of Homeland Security [DHS], Department of Health and Human Services [HHS], the Federal Bureau of Investigation [FBI], and the Central Intelligence Agency [CIA]*) and the UN High Commissioner for Refugees (UNHCR) on refugee admissions issues;
- (5) *Provides oversight of the refugee-processing infrastructure abroad administered by nongovernmental organizations (NGOs), international organizations (IOs), and in-house embassy operations;*
- (6) *Coordinates refugee processing policies and activities with DHS/Citizenship and Immigration Services and HHS/Office of Refugee Resettlement;*
- (7) *Manages the program for the initial reception and placement of refugees through national agencies that maintain a network of affiliates throughout the United States;*
- (8) *Provides oversight for the Refugee Processing Center that manages*

- the Worldwide Refugee Admissions Processing System (WRAPS), and manages the flow of refugee processing data between refugee processing entities abroad and domestic refugee processing entities;*
- (9) Manages cultural orientation programs abroad to provide a basic introduction to life in the United States through classroom instruction and/or multimedia presentations and written materials;*
  - (10) Provides liaison with state refugee coordinators and local service providers regarding refugee placement in the United States; and*
  - (11) Provides information to the public about the U.S. refugee admissions program.*

## **1 FAM 528 OFFICE OF POPULATION (PRM/POP)**

*(CT:ORG-132; 07-30-2004)*

*The Office of Population (PRM/POP):*

- (1) Directs State's international population policy formulation and implementation in order to further the Department's goal of promoting healthy and educated populations;*
- (2) Represents the United States on the governing bodies of relevant international and multilateral organizations such as the UN Population Fund (UNFPA) and the UN Commission on Population and Development (UNCPD);*
- (3) Leads in international forums to review lessons learned, share best practices, and reexamine benchmarks and indicators vital to monitoring global efforts to achieve a healthy and sustainable world population;*
- (4) Works in close cooperation with the U.S. Agency for International Development (USAID), international organizations, and nongovernment organizations (NGOs) to help developing countries meet goals; and*
- (5) Works to increase national and international awareness of population issues and integrate these issues into broader economic growth and sustainable development strategies.*



# 1 FAM 529 OFFICES OF REFUGEE ASSISTANCE

(CT:ORG-132; 07-30-2004)

a. *There are three offices of refugee assistance with responsibilities for their respective geographic areas:*

- (1) The *Office of Assistance for Africa (PRM/AFR)* is responsible for all countries located on the continent of Africa;
- (2) The *Office of Assistance for Europe, Central Asia and the Americas (PRM/ECA)* is responsible for the countries located in Europe, Central Asia, and the Americas; and
- (3) The *Office of Assistance for Asia and Near East (PRM/ANE)* is responsible for the countries in Asia and the Pacific as well as the Near East (to include the Middle East); it also coordinates U.S. policy and program issues related to the United Nations Relief and Works Agency for Palestinian Refugees in the Near East (UNRWA).

b. Each office performs the following functions related to its particular geographical region(s):

- (1) Develops *policy within State and the Administration, as appropriate*, on refugee and humanitarian *issues*;
- (2) *Promotes U. S. interests by providing leadership and guidance to international humanitarian organizations*;
- (3) Develops, plans, organizes and assists in the implementation of immediate responses to specific humanitarian crises;
- (4) Provides *oversight and management*, including monitoring and evaluation of the Bureau of Population, Refugees and Migration *(PRM) contributions, for humanitarian assistance and protection activities that are undertaken* by international and nongovernmental organizations funded by the bureau;
- (5) Coordinates U.S. Government policies and funding *with other major donor countries*;
- (6) Monitors the *protection of refugees in countries of asylum*, intervening when necessary to advocate adherence to international refugee law;
- (7) Promotes *voluntary repatriation*, local integration, *or resettlement*

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*in third countries for refugees in countries of asylum as durable solutions; and*

- (8) Provides guidance on humanitarian issues to embassy *refugee officers* posted *worldwide*.

# 1 FAM 521 EXHIBIT 521.1 BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)

(CT:ORG-132; 07-30-2004)

